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August 10, 2000

In Reply Refer To:  
1220(P)  
CA 944

Instruction Memorandum No. CA 2000-083  
Expires: 9/30/01

To: All California Offices

From: DSD, Support Services

Subject: Final Phase, Electronic Records Inventories **DD: 9/15/00**

California is in the final phase of gathering information on electronic records to meet the Bureau requirement as set forth in Washington Instruction Memorandum 99-174, Change 1. Records Managers and IRM Coordinators have had the responsibility of coordinating with user representatives and system owners in identifying electronic records associated with their individual offices. Some of the California offices have not submitted electronic record information, fully identified users, or defined data entry as indicated on Attachment 3 of this directive. Those offices that have submitted their inventory should review their entries and confirm the accuracy of the items entered. Any additions, deletions or changes should be forwarded to the attention of the State Records Manager, Louise Tichy. Completing the electronic records information sheet is the last step for all offices.

Offices that have not submitted an electronic records inventory are to complete all final requirements to meet the deadline set by this directive. Keep in mind the below noted guidelines.

**Must be included on the inventory:**

- Automated records used for decision making or business purposes.
- If the official record copy is not included in the paper file the electronic application should be listed.
- A collection of records not located as a group elsewhere.
- Mapping specialists include spatial data or other electronic records frequently used.
- Resource specialists list data bases for projects or areas being worked on.
- Data purchased from private companies which is being used to manipulate or add BLM data to augment the information.
- Electronic records systems maintained by another office (Headquarters, NIFC, GSA, CA Fish & Game, etc.) but containing local data for your office.

**Do not include on the inventory:**

- Individual employee office automation applications (e.g. word processing files, spread sheets and electronic mail). Due to BLMs “print and file” policy these do not need to be inventoried.
- Automated records used merely for personal use.

### **All Offices: Completing the Electronic Records Inventory Information Sheet**

Once your office electronic records inventory listing has been completed, reviewed and confirmed as meeting the above noted guidelines, each individual user is required to complete an information sheet for their specific electronic records. A copy of the information sheet (Attachment 2) and instructions on the input needed (Attachment 1) are provided for your use and reference. Final inventory submissions and completed electronic record information sheets are to be forwarded to the State Records Manager, CA 944, no later than September 15, 2000. This will allow time for consolidation and completion of the final California report to meet the Bureau end of fiscal year deadline.

Any questions pertaining to this instruction memorandum or its requirements may be directed through E-mail to either the State Records Manager, Louise Tichy, or the State Records Administrator, Larry Weitzel.

Signed  
Lance Bishop  
Acting DSD, Support Services

Authenticated  
Louise Tichy  
Records Management

### **3 Attachments**

- 1 - Information Sheet Instructions (2 pp.)
- 2 - Information Sheet/Format (2 pp.)
- 3 - Current inventory and blank input sheet (38 pp.)

### **Fiscal Year 2000 Electronic Records Inventory Format**

**1. Name of System:** *(indicate commonly used name and acronym of the system)*

2. **Acronym or Abbreviate Title:** (what it is also known as):
3. **System Control Number, if any:** *(This control number will be assigned to the system for reference or cataloging purposes by the State Records Manager.)*
4. **Agency Program Supported by the System:** *(Show the agency programs or missions to which the system relates, and cite any laws or directives authorizing such programs or missions. List subactivity(ies) for which the system was written)*
5. **System Manager:** *(List the name, office, telephone number, and location of the system manager or other system personnel who can provide more information about the system and the program it supports.)*
6. **Location of Application:** *(Use organizational code to represent Washington Office (WO), State Office, Center, Field Office, and group, such as WO-520)*
7. **Purpose of the System:** *(Give a brief description of what it does up to 120 characters):*
8. **Information Content:** *(Indicate the main subject matter, date coverage, time span, geographic coverage, update cycle, or other characteristics of the system. Also tell whether the system saves superseded information and whether it contains microdata or summary data.)*
9. **Data Input and Sources:** *(Describe the primary data input sources and the providers of the data to the system.)*
10. **Major Outputs:** *(Describe the system's main products and the frequency of their preparation, i.e. tables, forms, reports, charts, graphic displays, catalogs, or correspondence - prepared daily, weekly, monthly or yearly. Also indicate whether the information is transferred to other systems.)*
11. **Data Manipulation:** *(Explain how the records and data are manipulated once they have been input?)*
12. **Special Handling:** *(Does the system contain the following - y/n):*
  - Vital Data:
  - Proprietary/Confidential:
  - Privacy Act:
  - If so, indicate what system notice. If none, indicate note. (Check w/your Records Mgr)
  - Is it an Official Agency Record:
  - If so, has the documentation been completed?
13. **Indicate if the system currently provides, or could provide a public version of the data or records:** *(Such as a copy being placed on the office website. If located on the website, indicate if on internal or public website.)*
14. **Indicate if records or data that make up the automated system are duplicated in electronic**

**form elsewhere:** *(If yes, describe location of duplicate records/data.)*

**15. Location and volume of any storage media containing identical information:** *(Show the location of any magnetic tapes or disks containing information identical to that in the system being inventoried. Also indicate the number of tapes and/or disks and their storage capacity.)*

**16. Explain the update and backup procedures for this automated system:**

**17. Type of Computer on which Automated System Resides:** *(such as PC, AIX.)*

**18. Type of Software used for Automated System:** *(Such as Applix Spreadsheet, Informix, D-Base, Access, Excel, etcetera):*

**19. Year Automated System was Created:**

**20. Last Year Automated System Structure or Software was Modified:**

**21. Location of documentation needed to read and understand the files: Show where the code books and file layouts (if any) are maintained:** *(Indicate the office, room number and the name of the person having custody of documentation.)*

**22. Authorizing Disposition Citation:** *(Indicate schedule and item number. If unscheduled, indicate "unscheduled" and recommend a disposition for all components, such as inputs, outputs, data, backups, system, and documentation.)*

**23. Additional Comments:**

Attachment 1-2

**FY 2000 ELECTRONIC RECORDS INVENTORY**  
**Information Sheet**

ID No.	Name of System	Acronym	System Control No.
Ignore - database tool...			

Agency Program Supported by the System (Programs, systems, laws, directives, subactivities)

System Manager	Location of Application
Purpose of the System (Give brief description of what it does - up to 120 characters)	

Information Content (main subject matter, date coverage, time span, geographic coverage, update cycle, etc.)

Data Input and sources	Major Outputs	Output Frequency
Data Manipulation (Explain how the records and data are manipulated once they have been Input)		

**Special Handling (Does the system contain the following - check if Yes.)**

Vital Record? ' Privacy Act System of Records? ' Proprietary/Confidential Records? '  
 If Privacy Records - Exemption No. \_\_\_\_\_  
 Is This An Official Agency Record (OAR?) ' Has OAR Documentation (OARD) Been Prepared? '  
 Do records or data in this system exist in duplicated electronic form elsewhere? '  
 Does system provide or could it provide a public version of data or records? '  
 Enter Location and Volume of any storage media containing identical information

Explain the update procedures for this automated system:

Attachment 2-1

<b>Page 2 - Electronic Records Inventory</b>
Explain the backup procedures for this automated system below:

Type of Computer System Data Resides on? (PC, AIX, Etc.):

Name of Software Used (Applix Spreadsheet, Informix, dBase, Access, Excel, etc.):

Year System Was Created (YYYY):                      Last Year System Structure/Software Modified (YYYY):

Location of documentation needed to read and understand the files: List office and name of person having custody of system documentation below:

Records Schedule Type (i.e. GRS, BLM):                      Schedule Number (i.e. 04/11a):

Additional Comments About this Records System: